Getting Started with the Online Driver Education Program (DEP) Application

Keep in mind that no rules or forms have changed. The main difference is that you complete the forms online so that DEP does the calculations; produces the reports that must be printed, signed, and mailed to DOE; and creates summary reports.

Three reports must be completed and submitted using a submit button in the application:

School-level information:
- Driver Education Teachers/Instructors
- Driver Education Status Questionnaire

Division-level information:
- Request to Charge a Fee for Behind-the-Wheel during the Regular School Year

Two reports are generated by the application that must be printed, signed, and mailed to DOE:

School level Application for Program Approval (Teachers/Instructors information)
Division level Driver Education Program Approval Certification (Including fee information)

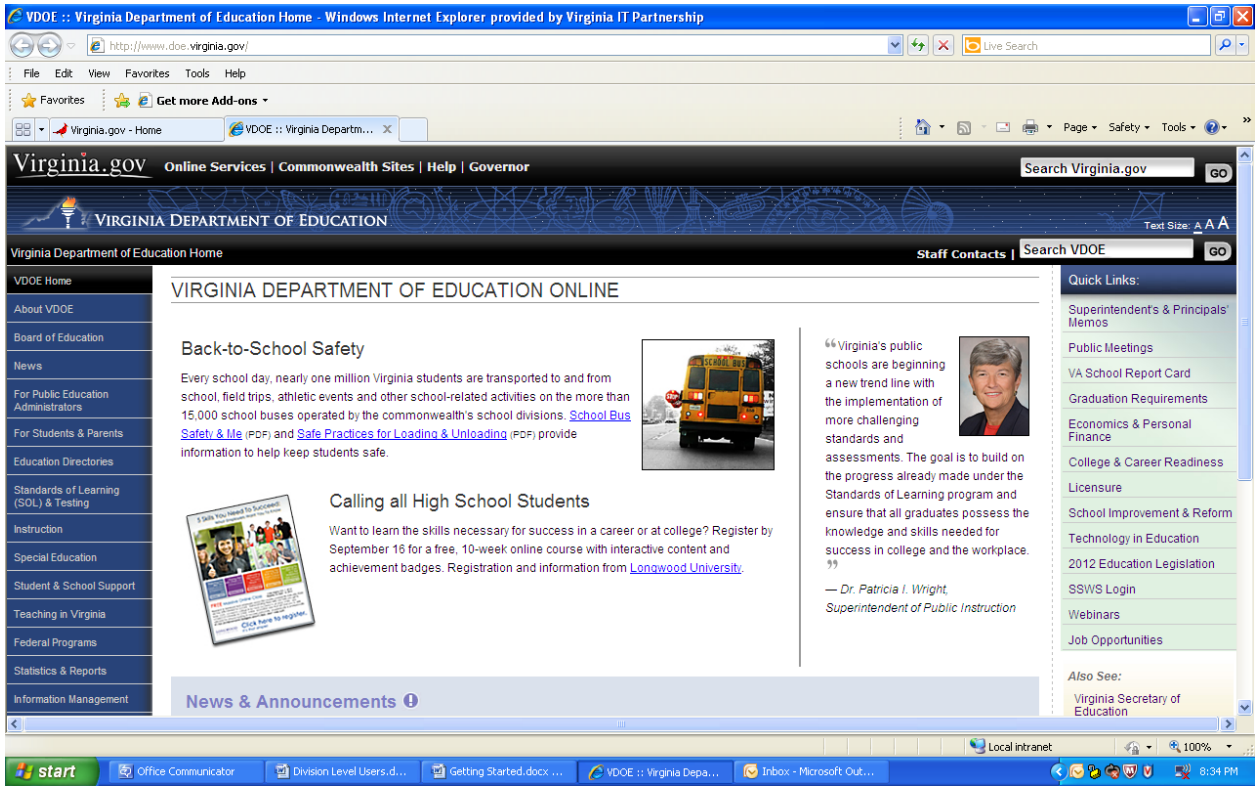
The DEP application is accessed via DOE's SSWS system.

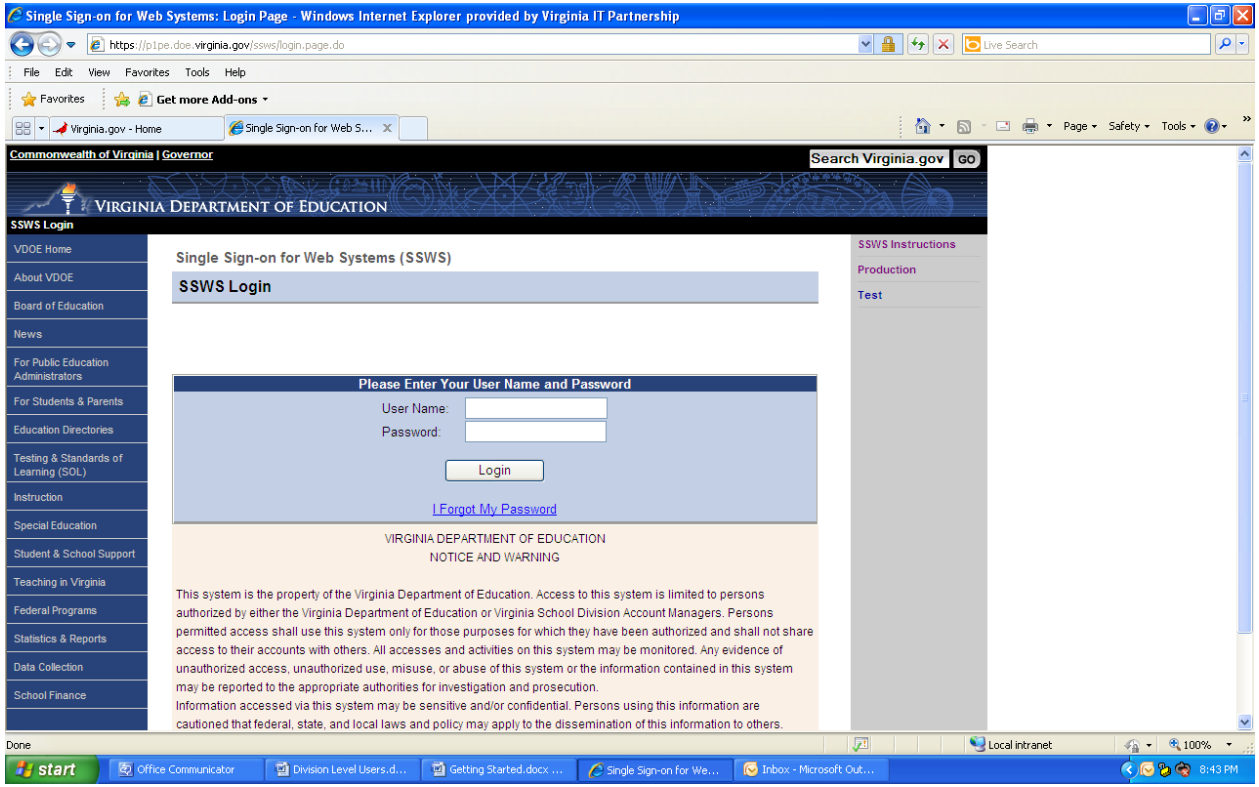
The school division SSWS account manager must grant access to DEP (either school level or division level access, as appropriate) to each individual who will enter information. Individuals granted division level access are responsible for submitting the final report to DOE, but can also enter school level information. If necessary, contact Janet Ragland at DOE to obtain the name of the school division SSWS account manager.

Instructions have been broken down into four files:

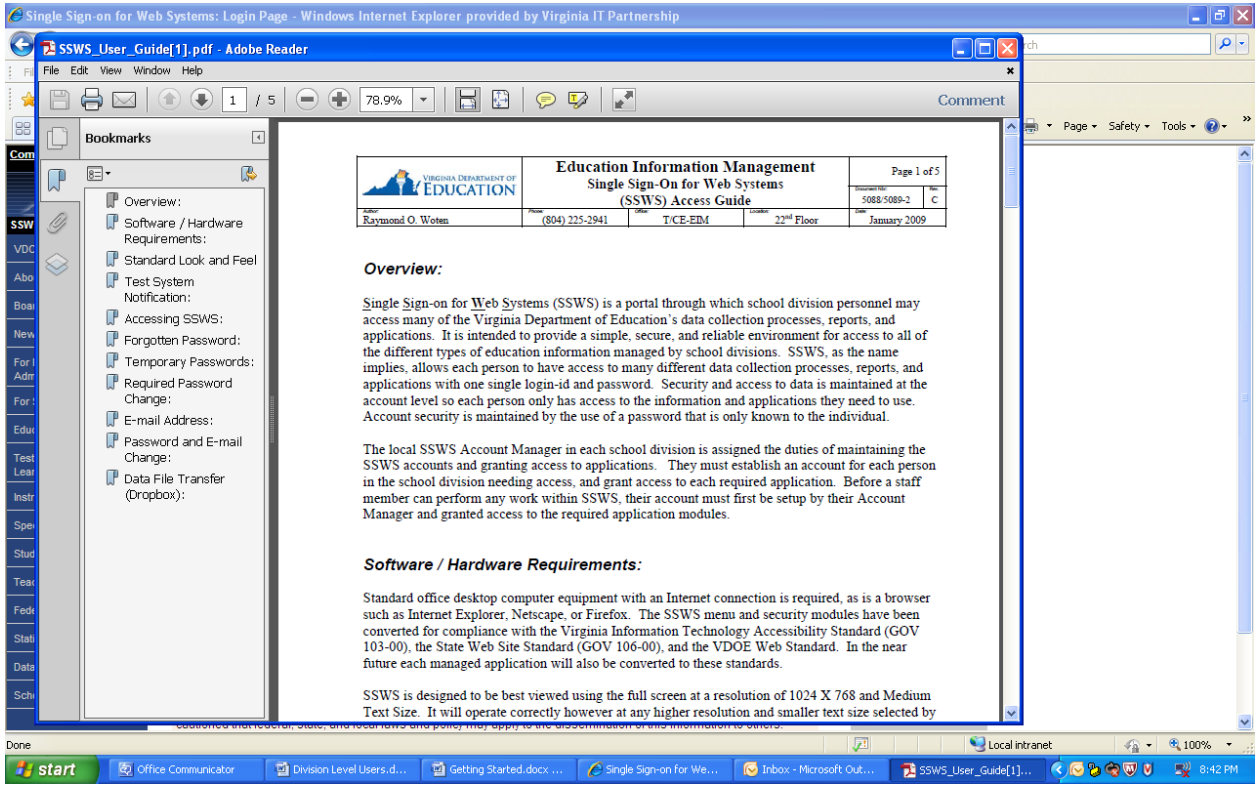
- Getting Started (which also includes information on logging into SSWS and finding the DEP application on the following pages.)
- Division Level Users
- Teachers and Instructors Information
- Status Questionnaire

Go to the DOE homepage, and find “SSWS Login” in the blue area at the right. Click on it.



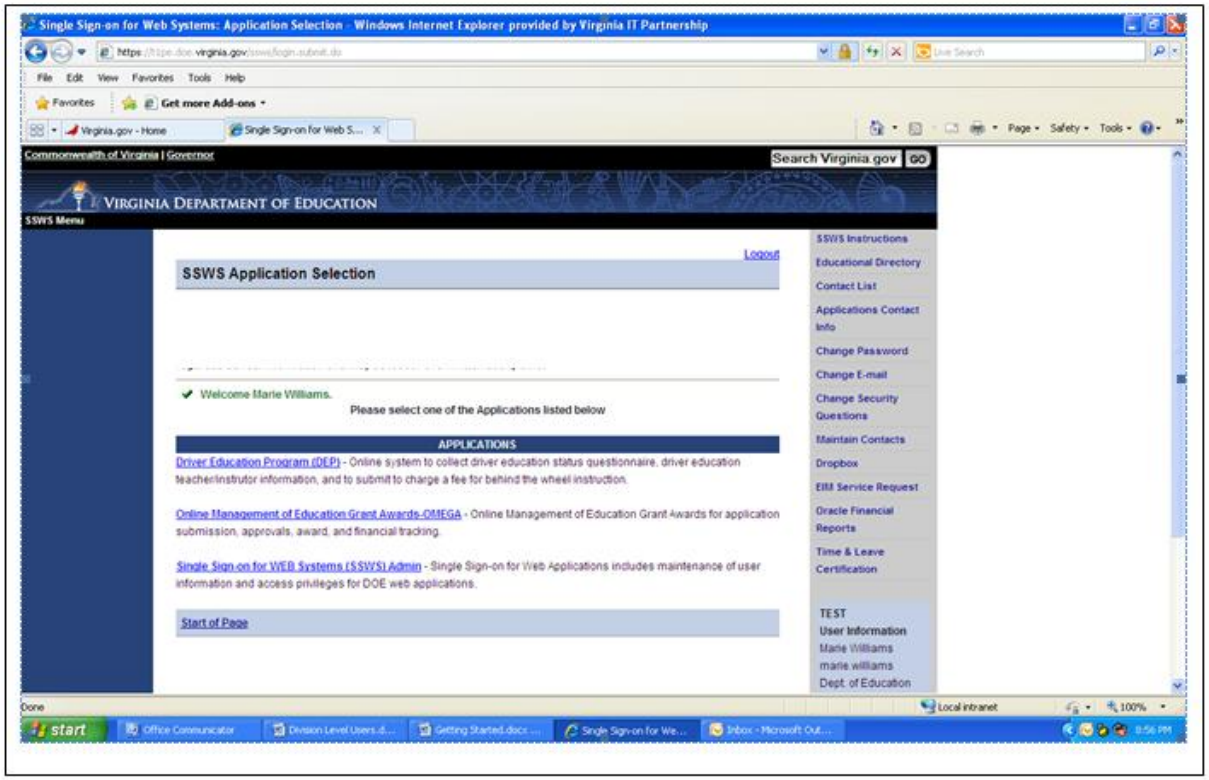


If you need additional information about how to use SSWS, click on “SSWS Instructions” at the top right.



The first time you log into SSWS you will be asked to answer a number of security questions. Just answer the minimum required.

Then click on Driver Education Program (DEP)


Single Sign-on for Web Systems: Application Selection - Windows Internet Explorer provided by Virginia IT Partnership
File Edit View Favorites Tools Help
Favorites
Get more Add-ons
Virginia.gov - Home
Single Sign-on for Web S...
Page Safety Tools
Commonwealth of Virginia | Governor
Search Virginia.gov
GO
VIRGINIA DEPARTMENT OF EDUCATION
SSWS Menu
Logout
SSWS Application Selection
Welcome Marie Williams.
Please select one of the Applications listed below
APPLICATIONS
Driver Education Program (DEP) - Online system to collect driver education status questionnaire, driver education teacher/instrutor information, and to submit to charge a fee for behind the wheel instruction.
Online Management of Education Grant Awards-OMEGA - Online Management of Education Grant Awards for application submission, approvals, award, and financial tracking.
Single Sign-on for WEB Systems (SSWS) Admin - Single Sign-on for Web Applications includes maintenance of user information and access privileges for DOE web applications.
Start of Page
SSWS Instructions
Educational Directory
Contact List
Applications Contact Info
Change Password
Change E-mail
Change Security Questions
Maintain Contacts
Dropbox
EIMI Service Request
Oracle Financial Reports
Time & Leave Certification
TEST
User Information
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